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## **GENERAL CIRCULAR NUMBER 2014-003**

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**DATE:** February 10, 2014

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** SCS Website Update: New CPTP Homepage

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### **PLEASE MAKE THIS GENERAL CIRCULAR AVAILABLE TO ALL HR DIRECTORS AND TRAINING COORDINATORS**

State Civil Service is pleased to announce that effective today, February 10, 2014, a new [CPTP website](#) has been launched and is now available for use. The new CPTP website was created in order to assist state employees with accessing information regarding training in a streamlined and efficient manner. The new CPTP website will also assist agency Training Coordinators in their efforts to access information regarding any training-related matters including scheduling of classes, course catalog listings, and mandatory training requirements, as established through [Civil Service Rule 22.10](#).

Users will be able to navigate through the course catalog by clicking on individual tabs which list the courses by program, by competency, by topic/skills, and by format. One of the greatest features of the new CPTP website allows users to enroll in courses in LEO by clicking a link located adjacent to each course description. This feature will significantly simplify the process of enrolling in courses.

This new enrollment feature is currently being piloted and is available only for the "Supervisory Group 1" training program courses at this time, but is planned to be used universally for all available courses in the CPTP catalog upon the completion of the pilot period.

If you have any questions regarding the new CPTP website, please contact Dana LeBherz, Human Resources Division Administrator, at (225) 342-8545, or [Dana.LeBherz@la.gov](mailto:Dana.LeBherz@la.gov).

Sincerely,

Shannon S. Templet  
Director